United Nations ST/IC/2000/5

Secretariat

3 February 2000

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language proficiency examination, May 2000**

1. The purpose of the present circular is to advise staff members of the registration dates and revised schedule for the second session of the United Nations language proficiency examinations to be held in May 2000 in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) in order to confirm the written and spoken knowledge of the languages and to qualify for language-related incentives.

2. The May 2000 language proficiency examinations and their respective registration dates are as follows:

Second session	Tuesday and Wednesday, 30 and 31 May
Registration, second session	Thursday, 11 May, to Friday, 26 May 2000

Those who wish to take an examination in May 2000 may register with the Staff Development and Learning Service in room S-606 (ext. 3-7056) between 1 and 3 p.m. on the above registration dates. The language proficiency examination form should be filled out for each language examination requested at the time of registration.

3. The language proficiency examinations consist of a written part and an oral part. The revised schedules for the May 2000 written examinations are as follows:

Tuesday, 30 May 2000

Chinese	9 a.m. to 12.30 p.m.
Russian	2 p.m. to 5.30 p.m.
English	6.30 p.m. to 10 p.m.

* Expiration date of the present information circular: 31 December 2000.

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Wednesday, 31 May 2000

Arabic..... 9 a.m. to 12.30 p.m.

Spanish..... 6.30 p.m. to 10 p.m.

French..... 6.30 p.m. to 10 p.m.

Candidates are advised to arrive 15 minutes before the start of the examination time in order to allow for check-in procedures.

4. The conference room number where each written examination will be held will be posted on the bulletin boards in the Secretariat Building and in the DC1, DC2 and DC3 buildings. Candidates should check the bulletin boards, as individual notices are not sent for the written examinations.

5. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their registration.

6. Copies of sample examinations can be obtained in room S-606.

7. Candidates will receive written notification of their examination results by the end of July 2000. No results will be available prior to official notice.

8. Staff members are requested to consult administrative instruction ST/AI/1999/2 of 13 May 1999 on language proficiency and language incentives for the general principles and the conditions governing language proficiency examinations, including eligibility criteria and requirements for passing the examination.